

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: CONTRACT SPECIALIST

CITY: San Francisco, CA

JOB REQUISITION: 2182

DEPARTMENT STATEMENT

The Finance Division of the Administration Office of the Courts (AOC) is currently seeking a Contract Specialist in the Business Services Unit who will perform the full range of specialized work associated primarily with contracting for services, and occasionally for software, for the AOC as noted below.

RESPONSIBILITIES

- Drafting contracts in compliance with agency needs and procurement guidelines;
- Providing contract drafts for project managers and legal staffs review;
- Negotiating price, terms, and conditions with vendors;
- Developing and preparing Requests for Proposal (RFP), Requests for Information (RFI), Requests for - Qualifications (RFQ) and other complicated bid documents;
- Facilitating pre-proposal conferences;
- Conducting training seminars for the AOC and court staff regarding evaluation techniques for RFPs, RFIs and other bid documents;
- Researching questions for vendors on behalf of the branch when there are contract questions;
- Coordinating with judicial branch staff regarding contract management activities;
- Providing contract interpretations as required;
- Maintaining contract financial summary data in automated financial system (currently Oracle); and
- Perform other duties as assigned.

QUALIFICATIONS

EDUCATION AND EXPERIENCE

Equivalent to a bachelor's degree from a recognized college or university with major course work in business administration or a closely related field and three years of professional procurement and contracting experience with major emphasis on the drafting of contracts, including provisions, and solicitation documents. Additional qualifying experience may be substituted for the education on a year-for-year basis.

Experience in drafting and negotiating legal terms and conditions for contracts. Knowledge and experience with procurement modules of automated financial systems and word processing software. Working knowledge of encumbrance accounting.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply immediately, however, this position will remain open until filled. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers/view.htm, select job category "Business Services", and search for Job Req. #2182, Contract Specialist. This position requires the submission of our official application and response to the supplemental questions attached.

OR

To obtain a printed application, please visit:

Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3688
415-865-4272 Telecommunications Device for the Deaf

PAY AND BENEFITS

SALARY RANGE FOR POSITION: \$5,325 - \$6,471 per month

Highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.

**SUPPLEMENTAL QUESTIONNAIRE
FOR
CONTRACT SPECIALIST
(Req. #2182)**

Your answers to this supplemental questionnaire must be returned with your application in order for your application to be considered for review.

The questionnaire is intended to provide more detailed information about your work experience and will allow us to better assess your qualifications.

Your answers to all of the questions should be no longer than two pages in total. In each of your responses, please indicate for which employer you performed these functions.

1. Briefly describe the scope and extent of your purchasing/contracting solicitation experience as it relates to your current position and/or the position where the majority of your purchasing/contracting experience lies.
2. Briefly describe the scope and extent of your purchasing/contracting drafting and interpretation experience as it relates to your current position and/or the position where the majority of your purchasing/contracting experience lies.